



FACULTY NEWSLETTER

From the
Dean of Academic Services
and the
Dean of Technical/Occupational Services

June 1, 1992

Vol. 2, No. 13

BIBLIO NEWS

All the News That's Fit to Teach

A recent Innovation Abstracts included an article by an instructor who read the newspaper to students at the beginning or end of each class period. Shelton State provides a number of newspapers in print, microfiche, or microfilm formats. While these formats are not convenient for use in classes, any of them might bee used by students in occupational/ technical disciplines as well as transfer disciplines.

Newspapers available for student use in the Fifteenth Street library include the Tuscaloosa News and the Birmingham Post-Herald. In the library on the Skyland Campus, students may use both of these newspapers plus the New York Times (print issues for Sundays only; microfilm issues for all days), the Montgomery Advertiser, and the Washington Post (Sunday only).

Newspaper articles are also available in microfiche in the library on the Skyland Campus through Newsbank, a CD-ROM index of over 300 U.S. newspapers--at least two from each state. Articles, which are located through subject searching, are usually no more than one or two pages in length. Each article has the original source identified (e.g. San Francisco Chronicle, June 30, 1991). Students seem to like using NewsBank.

Any of these newspaper sources could be used for current reading assignments in any subject area. Examples include the following: a

student in psychology or sociology class could locate a newspaper article on urban violence; a student in a history class could locate a newspaper article on local history; a student in anthropology could locate an article on current field studies; a student in a nursing class could locate an article on medical innovations or technologies; a student in an electronics or a numerical control class could locate an article on the use of robotics in industry. General subjects related to occupational/technical fields include job markets, labor relations, small business management, and business leadership.

Using newspapers in class assignments will help the student relate what she (or he) is learning in the classroom to what is happening out in the "real world". The librarians have volunteered their assistance if faculty need further suggestions in this area.

**SUCCESS CENTER DIRECTOR
RESIGNS**

Mary Evelyn Buchmann, who has served so well as director of the Shelton State Success Center, has resigned from that position in order to give full attention to her graduate studies. Mary Evelyn intends to complete a master's degree in speech pathology in the School of Communicative Disorders at the University of Alabama.

Mary Evelyn's resignation is effective July 31, 1992.

FULBRIGHT EXCHANGE PROGRAM

The United States Information Agency (USIA) has announced details of its



Fulbright Program (cont.):

1993-1994 Fulbright Teacher Exchange Program. This program involves a one-to-one exchange of educators at the secondary and postsecondary levels with suitable educators overseas. The program is open to educators in most fields.

The program also provides opportunities for postsecondary and senior secondary educators to participate in summer seminars from three to eight weeks in length. During the summer of 1993, seminars will be held in Italy and Netherlands.

Applications are currently available. The deadline for receipt of completed applications is October 15, 1992. For further information, write or telephone:

Fulbright Teacher Exchange Program
600 Maryland Avenue, SW
Room 142
Washington, DC 20024
1-800-726-0479

**NOTES RE:
HEALTH INSURANCE ALLOCATIONS**

The following items are gleaned from recent communications from Lee M. Hayes, Insurance Director of The Retirement Systems of Alabama.

Health insurance coverage is allocated to each employee by the month. When an employee works three full months, she (or he) receives an extra one-month allocation of health insurance. Thus, employees who work for the nine-month academic year are covered during the summer even if they do not work during the summer.

Beginning Fall 1992, this policy will be administered using a September-September year rather than the October-September year which has

been used previously.

To qualify as having work a full month, an employee must work at least one-half of the available work days during the month for that particular school year.

If an employee terminates employment, the employee is eligible to apply earned insurance credit immediately following the his (or her) termination. In fact, the employee must use the extra insurance allocation during the months following the termination. For example, if an employee works during September, October, and November, and then terminates employment, that individual has earned one month of extra health insurance allocation and must use that extra health insurance allocation during the month of December. However, an employee can only use such extra earned health insurance allocations during the current fiscal year.

Individuals who begin work in the middle of the year also earn health insurance allocation for each month he (or she) works at least one-half of the available work days during the month and one month of extra insurance allocation for every three months he (or she) works during the academic year.

Continuation Coverage

The Consolidated Omnibus Budget Reconciliation Act (COBRA) enacted by the U.S. Congress in 1986, requires PEEHIP to offer employees and their families the opportunity for a temporary extension of health coverage. The "continuation coverage" is offered at group rates in certain instances where coverage under PEEHIP would otherwise end.



Health Insurance (continued):

All employees of public education for the state of Alabama who are covered under the PEEHIP group health insurance have the right to choose continuation coverage if the employee loses his (or her) group health coverage because of a reduction in hours of employment or because of a resignation or termination of employment (for reasons other than gross misconduct on the part of the employee).

Each institution participating in PEEHIP is responsible for notifying the PEEHIP office immediately if an employee loses group health coverage because of any of the following "qualifying events:"

1. termination of employment
2. death of employee
3. reduction in hours of employment.

An member who goes on an authorized leave of absence without pay can continue group health coverage for up to two years of authorized leave before she (or he) would be required to enroll in continuation coverage under the COBRA provisions. In other words, a member on an approved leave of absence could continue the health insurance coverage for two years and then could continue the health insurance coverage for an additional eighteen (18) months under the COBRA provisions.

A spouse of an employee covered by PEEHIP has the right to choose continuation coverage if the spouse loses group health coverage for any of the following four reasons:

1. death of the employee
2. termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment.
3. Divorce or legal separation

4. the employee becomes eligible for Medicare.

The COBRA law contains a number of other important provisions regarding continuation of health insurance coverage. If you think that you need to know these immediately, contact Rick Rogers, ext. 2472. Otherwise, you may wish to wait until Mr. Rogers includes all this material in the Personnel Handbook of the College, which he intends to do shortly.

NEW FACULTY WORK
SCHEDULE POLICY ADOPTED

Based on recommendations from the Committee on Faculty and Staff, the President and Administrative Staff have adopted the following as the official College policy regarding faculty work schedules.

FACULTY WORK SCHEDULE

A. All faculty shall provide and post an official work schedule that shall contain a minimum of thirty-five (35) hours per week and shall be developed according to these guidelines:

1. the thirty-five hour work schedule shall **INCLUDE** the following:
 - a. individual class-hour obligations, i.e. teaching time;
 - b. In-office time to accommodate student needs; and
 - c. other on-campus duties;
2. the thirty-five hour work schedule shall **NOT INCLUDE** the following:
 - a. any form of personal business away from campus;



FACULTY NEWSLETTER
June 1, 1992, p. 4



- *****
- b. lunch or any other regularly scheduled break; and for the purposes of this policy, lunch shall be defined any activity which an instructor acknowledges to be lunch and which any reasonable observer would recognize as lunch, whether it occurs on campus or off campus. Such definition also includes some break in the work day.
- B. a faculty member may schedule work hours during any portion of the normal work week; and
1. for the purposes of this policy, a normal work week is defined as that period during which the College offers classes (including Friday afternoon and Saturday) plus one hour prior to and after that period on each day; but
 2. office hours must be scheduled to accommodate the needs of students in the classes which the faculty member actually is teaching. For example, an instructor would not be permitted to schedule office hours on Saturday if that instructor is not teaching a class on Saturday.
- C. Any faculty member who conducts any form of personal business away from campus must make up any time absent from work; and
1. except in case of an emergency, no form of personal business away from campus may be conducted during the official thirty-five hour work schedule of any faculty member without prior written approval of the dean who supervises the division within which the member of the faculty teaches; and
 2. provisions for making up time absent from work on personal business also shall be stipulated in writing and approved by the appropriate dean; and
 3. in case of an emergency which calls a faculty member away from campus during his (or her) official work day, the appropriate dean shall be notified and provision shall be made for making up work missed immediately after the faculty member has returned to work. This notification and provision also shall be in writing.
- F. Each term, official work schedules must be approved by the Division Chair, the Dean and the President.
- G. Faculty on both the Skyland Campus and the Fifteenth Street Campus shall be governed by this same policy on official work schedule.
- H. The form for submitting official faculty work schedules shall be the same for faculty on both the Skyland Campus and the Fifteenth Street Campus.
- I. This new policy shall take effect in the 1992 Summer Quarter.